

**SEQUENCE OF EVENTS FOR CONVERSION AND LICENSURE
FROM: DSS HIGH MANAGEMENT GROUP HOME
TO: DHEC RESIDENTIAL TREATMENT FACILITY
FOR CHILDREN AND ADOLESCENTS**

Pursuant to Department of Health and Human Services Budget Proviso 8.35, 2007, (Enclosure 3)

1. A Certificate of Need (CON) or a CON exemption is first required, pursuant to DHEC Regulation 61-15, Certification of Need for Health Facilities and Services. The Certificate of Need Office may be contacted at 803-545-4200. Prior to January 1, 2008, you must request a CON or a CON exemption before proceeding with the following steps. Note:

a. A High Management Group Home may request and be granted a Certificate of Need exemption from DHEC for up to the number of beds existing as of January 1, 2007.

b. A High Management Group Home may move and rebuild within the adjacent 20 miles up to the number of beds existing at the facility on January 1, 2007 and obtain the same exemptions.

c. A High Management Group Home seeking to increase the existing number of beds beyond those held on January 1, 2007, or relocate outside of the 20 mile radius will be subject to all CON requirements.

2. Read and become familiar with DHEC Regulation 61-103, Standards for Licensing Residential Treatment Facilities for Children and Adolescents, which is located on our website at <http://www.scdhec.net/health/hrreg.htm>. A hard copy of the regulation is available through the Division of Health Licensing for a \$10 fee. Payment must be by personal check, money order, or credit card (Visa, MasterCard, Discover); no cash can be accepted. You should determine if you can comply with all requirements described in the regulation.

3. Complete an inpatient licensing application (Enclosure 2) and submit to: Director, Division of Health Licensing, DHEC, 2600 Bull Street, Columbia, SC 29201.

4. For assistance with this process, a representative of the Medical Management Office may be contacted at (803) 545-4370.

5. Refer to Section L.(3) in Regulation 61-103 for information on submitting plans and specifications for approval. All new facilities, including new construction and existing structures, require approval of these plans. Plans and specifications must be submitted to: DHFC Representative (see <http://www.scdhec.net/health/constr/regions.htm>) or Director, Division of Health Facilities Construction (DHFC), DHEC, 2600 Bull Street, Columbia, SC 29201. Call 803-545-4370 to arrange for an appointment to review plans and specifications.

6. DHFC will review the plans submitted and:

a. Determine the plans to be complete and issue an approval letter, or

- b. Deem the plans incomplete and request additional information, or
 - c. Advise if one or more structural modifications are necessary to meet the requirements of the regulation. Exceptions to the regulation regarding one or more structural modifications may be granted, with Departmental approval.
7. When facility construction or renovation of an existing building is complete, personnel from DHFC will schedule an on-site inspection.
8. When DHFC approves the facility, you must then contact the Medical Management Office (see #4, above) to schedule an on-site initial licensing inspection of all other requirements of Regulation 61-103.
9. When all requirements are met, permission to operate will be granted and a license will be issued.

NOTE: THE HIGH MANAGEMENT GROUP HOME MUST BE:

- **LICENSED BY DSS SINCE JANUARY 1, 2007,**
- **ENROLLED WITH MEDICAID AS A HIGH MANAGEMENT GROUP HOME, AND**
- **DESIRE TO BE ENROLLED WITH MEDICAID AS A PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY**